

## **Available Positions at Janene's Bridal Boutique, Alameda CA**

### **Social Media Coordinator**

We are looking for a talented Social media coordinator to create and maintain a strong online presence for our company. Your role is to implement online marketing strategies through social media accounts. If you are a tech-savvy professional with an interest in communicating with clients through online channels, we would like to meet you. As a Social media coordinator, you will develop original content and suggest creative ways to attract more customers and promote our brand. Ultimately, you should be able to increase web traffic and customer engagement metrics aligned with broader marketing strategies.

### **Bridal Sales Consultants**

Bridal Sales Consultants are responsible for working one-on-one with brides to help them prepare for their big day by finding gowns and accessories. They are expected to measure brides and use their knowledge of fashion trends to help select dresses that will best flatter a bride's body shape and size.

As the public face of Janene's Bridal, the Bridal Sales Consultant is responsible for dealing with any and all customer questions about the products and services the company offers. They are expected to be continuously updating their knowledge of the company products, services, and policies.

### **Seamstresses**

Seamstresses are responsible for assisting with sewing and altering bridal gowns. They understand that speed is necessary, but accuracy is most important. They follow exact instructions and are adaptable when we implement new sewing techniques. They are easy-going and do not take critiques personally. They are expected to be continuously updating their knowledge of the company products, services, and policies. They support coworkers as needed, but otherwise can work independently.

### **Alterations**

Alterations consultants are responsible for maintaining excellent customer service while booking and fulfilling bridal alterations appointments. During appointments, they will fit garments to the bride for alterations, take pictures for reference, and communicate with the brides what alterations are suggested, based on what the designer says. They are responsible for maintaining a relationship with our brides, keeping communication going, and scheduling follow-up appointments.

Contact Stephanie Hines and Kristy Gray at [janenesbridalhr@gmail.com](mailto:janenesbridalhr@gmail.com)